



Change in Terms or Conditions of Employment

Location: _____

Employee: _____

Effective Date: _____

Description of Change: The following change in employment for

_____ (Employee) will be in effect beginning on ____/____/____ and continuing henceforth. Compensation for work performed by the employee in the position of

_____ will be calculated on an hourly basis. All work will be recorded in the current payroll system by the employee and reviewed by the supervisor prior to submission for payment.

The hourly rate will be \$ _____. Wages will be calculated and paid according to the Archdiocese of Seattle pay policies and pay frequencies (currently bi-weekly). Wages will only be paid for pay periods when work has been performed (except for weeks covered by approved paid time off policies).

Employee

Date

Supervisor

Date